

RECRUIT CLASS #39 Merit Status Timeline

Item	Date	Who Does
Employee Recieves IPPA Plan (<i>use specific RC39 IPPA forms</i>)	9/13/2014	Sta. Captain
Mid-Point IPPA Review w/ Employee	12/1/2014	Sta. Captain
Final Written & IPE Test	1/9/15-1/10/15	RTO
PSTA EMS/FIRE Skills Testing	1/12/15-1/17/15	RTO
Make-up and Remedial Testing including IPE	1/19/15-1/21/15	RTO
Test results to Ops	1/21/15	RTO
Notify Admin Services of recruits who are likely to be extended	02/02/15	Battalion Chief
IPPA's can be issued starting:	02/08/15	Sta. Captain
Update PCAP certifications and check "Eligible for Promotion"	02/08/15	Sta. Captain
<i>IPPA's must be written, reviewed, issued, signed, and back to Battalion Chief</i>	<i>2/14/2015</i>	<i>Sta. Captain</i>
Permanency or extension memos attached to IPPA's due to DOC -	2/17/15	Battalion Chief
All 69 IPPAs and memo's due to Operations	2/23/15	DOC
Complete packet due to Admin. Services	2/24/15	Ops Chief Office
Anniversary Date	03/10/15	